THE WOODLANDS TOWNSHIP

BOARD OF DIRECTORS

SPECIAL BUDGET WORKSHOP #3

JULY 29, 2011

MINUTES

THE STATE OF TEXAS § COUNTIES OF HARRIS & MONTGOMERY

The Board of Directors of The Woodlands Township met in special session, open to the public, on July 29, 2011, posted to begin at 9:00 a.m. The meeting was held in the Meeting Room at the Office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude

Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell, and

Director Peggy Hausman

DIRECTORS ABSENT: None

STAFF/ADVISORS: Don Norrell, President/General Manager, John Powers, Assistant General

Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Nick Wolda, Director of Community Relations/CVB President, Karen Dempsey, Management Analyst, and Mary Connell, Manager of

Community Relations

PLEDGE OF ALLEGIANCE;

Director Campbell led the Pledge of Allegiance to the U.S. and Texas State flags.

CALL TO ORDER;

Chairman Tough called the workshop session to order at 9:00 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA;

Chairman Tough called for a motion and second to adopt the agenda.

MOTION: Treasurer Robb moved to adopt the agenda; second by Director Blair

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously (7-0).

RECOGNIZE PUBLIC OFFICIALS;

Kent Johnson-Convention & Visitors Bureau Board member

Gil Staley-President, Economic Development Partnership

• Karen Hoylman-President of the South Montgomery County Chamber of Commerce

PUBLIC COMMENT;

The following members of the public addressed the Board:

Claude Hunter-Ken Lakes Drive road issue (handout)

The Public Comment Roster and handout material are attached hereto as Exhibit "A".

RECEIVE AND CONSIDER THE 2012 OPERATING BUDGET AND FIVE-YEAR PLAN;

Chairman Tough called on Monique Sharp to present this item. Ms. Sharp referenced information contained in the 2012 Proposed Budget Binder and directed Board members to follow along with her.

- <u>Economic Development</u>-Ms. Sharp reviewed Economic Development services and expenditures; the Board discussed having a future workshop session specifically to address Economic Development; Gil Staley was called on to provide information regarding how much financial support the Economic Development Partnership receives from other entities, etc.; Board discussion followed
- Convention and Visitors Bureau (CVB)-Nick Wolda introduced CVB Board members in attendance; Ms. Sharp reviewed CVB services, expenditures and change in funding sources; Board discussion focused primarily on the supplemental hotel tax that is used to fund CVB activities and the 2011 budget for the Waterway Cruisers Program; Don Norrell was asked to respond to Director concerns regarding public safety for CVB events and the not-for-profit structure of The Woodlands CVB in terms of salaries, etc.; Board discussion followed
- <u>Salaries and Benefits-</u>Susan Welbes presented a detailed review of the 2012 Proposed Personnel Services Budget and Retirement Plan for Township and Woodlands Fire Department employees as provided in an Executive Summary; Board discussion followed
- General Government/Other Costs-Ms. Sharp provided a summary of services and expenditures for the following departments: Board of Directors, President's Office, Finance, IT, Records/Property Data, Non-Departmental, and Governance; Board discussion followed
- <u>Community Relations/Development-</u>Ms. Sharp reviewed Community Relations services and expenditures; Board discussion followed

Note: Treasurer Robb excused himself at 9:15 a.m. due to a prior commitment.

An Executive Summary regarding the 2012 Proposed Personnel Services Budget (Salaries and Benefits) is attached hereto as Exhibit "B".

Following Ms. Sharp's presentation, the Board was provided information about what will take place at the August 2, 2011 Budget Workshop #4 regarding a record vote on the proposed 2011 tax rate. Chairman Tough requested that the Board provide any large budget concerns to either Ms. Sharp or Mr, Norrell by Monday, August 1, 2011.

PUBLIC COMMENT;

Steve Leakey-provided comments regarding Economic Development

BOARD ANNOUNCEMENTS;

Reminder to the Board to get their budget concerns/comments in by Monday, August 1, 2011.

ADJOURN

As there was no further business to discuss, Chairman Tough called for a motion and second to adjourn the meeting at 12:20 p.m.

MOTION: Vice Chairman Matthews moved to adjourn; second by Secretary Hunter

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter

Director Blair

Director Campbell

Director Hausman

Nays: None

Abstentions: None

Absent: Treasurer Robb

ACTION: Motion passed unanimously (6-0).

Thursday, and the second

Claude Hunter

Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

*To view Exhibits, please contact the Records Management Analyst at 281-210-3800